



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
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WASHINGTON, D.C. 20314-1000

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CECW-CO

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS AND
DISTRICT COMMANDS; CHIEFS, OPERATIONS DIVISIONS

SUBJECT: Volunteer Program Policy Revision

1. References.

- a. U.S. Army Corps of Engineers ER & EP 1130-2-500, Chapter 10, Volunteer Program, dated 27 Dec 96.
- b. Memorandum from CECW-CO for Commanders, Major Subordinate Commands, Chiefs, Construction-Operations Divisions, Subject: Volunteer Program Policy Letter, dated 12 May 2009.
- c. Department of the Army AR 672-20, Chapter 9, Public Service Awards, dated 29 January 1999.
- d. Department of the Army AP 672-20, Chapter 5, Public Service Awards, dated 1 July 1993.

2. This memorandum rescinds Ref 1.b. Volunteer Program Policy Letter, dated 12 May 2009.

3. The following policy changes to the Volunteer Program are effective immediately and will be incorporated in the referenced ER and EP when they are revised:

a. ER 1130-2-500, 10-2.c. Delete "as contained in the Volunteer Coordinator's Handbook, EP 1130-2-429." Replace with "available on the Natural Resources Management (NRM) Gateway at <http://corpslakes.usace.army.mil/employees/volunteer/volunteer.cfm>."

b. ER 1130-2-500, 10-2.e. Delete "Legal aliens may be volunteers." The rest of this section remains as is.

c. ER 1130-2-500, 10-2.1 (1). Change to: "Food and beverages may be provided to volunteers only when such subsistence is incidental to the rendering of volunteer services. Meals and beverages provided for a recognition event are not incidental to the rendering of volunteer services, and are therefore impermissible. Any food or beverages purchased under this policy must be reviewed and approved by the local Resource Manager (RM) and documented

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appropriately (i.e. email or Memorandum for Record (MFR) by telephone). RM will respond as soon as possible.”

d. ER 1130-2-500, 10-2.m. Change to: “Clothing items may be provided only if essential to a volunteer’s specified duties, such as in cases where clothing items are needed for safety reasons or when volunteers must be easily identifiable to Corps employees or the public. Clothing items may not be provided if intended solely to increase morale or aid in volunteer recruitment and retention. Proper volunteer identification substantially contributes to the volunteer’s ability to safely and effectively perform official duties in support of the Corps Civil Works program. Official Corps volunteer clothing items may be purchased from the Corps uniform contract provider. Vests, polo shirts, sweatshirt jackets, ball caps, nameplates, and volunteer patches are available from the Corps vendor. These items are recommended for volunteers who provide an on-going service in public positions including, but not limited to, park hosts, visitor center staff, program presenters, and more. Several different items and multiple quantities of the same item may be provided and worn by the same individual to allow for a variation of duties, weather, clear identification, and to allow the individual to maintain a neat and clean appearance each day. For volunteers performing maintenance duties, volunteer T-shirts may be ordered from a local vendor with the Corps logo and the word “Volunteer.” Volunteer clothing items must be returned to the Government upon completion of the volunteer service period. Volunteers are not authorized to wear the Corps Natural Resources Management (NRM) uniform patch or any other item of the official NRM Class A-B-C Park Manager/Ranger uniform.”

e. ER 1130-2-500, 10-2.n. Change to: “Projects are encouraged to show appreciation for volunteer services received. Volunteers may be issued a certificate of appreciation to acknowledge their service. Other items such as celebration meals, appreciation gifts, or cash awards are not authorized for purchase with appropriated funds for volunteers, but may be donated by Friends groups, cooperating associations, or other partners to recognize outstanding volunteer efforts. Volunteers may be eligible for Department of Defense Public Service Awards (Ref. 1.c and 1.d). Volunteer coordinators/supervisors may also nominate their volunteers for special awards of appreciation by sources outside the Corps. Special Act Awards are not authorized for volunteers.”

f. ER 1130-2-500, 10-2.o. Change to: “Accurate records regarding the number of volunteers, the number of volunteer hours donated, and the reimbursed incidental expenses shall be maintained by the project and reported annually in the Operations and Maintenance Business Information Link (OMBIL). Districts or MSC offices may require more frequent reports. The value of volunteer service will be calculated by OMBIL based on the volunteer hours.”

g. EP 1130-2-500, 10-3.a (8). Delete sentence: “A Corps Volunteer Coordinator's Handbook (EP 1130-2-429), has been developed to assist coordinators in the formation of the volunteer plan and the overall operation of the volunteer program.” Replace with: “Samples of district and

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project volunteer plans can be found on the NRM Gateway “Volunteer Program” page.
[http://corpslakes.usace.army.mil/employees/volunteer/volunteer.cfm.](http://corpslakes.usace.army.mil/employees/volunteer/volunteer.cfm)”

h. EP 1130-2-500, 10-5. Identification & 10-6. Reports: Delete. This information is provided in the ER changes listed above.

i. EP 1130-2-500, 10-7.a. Delete: “locally from GSA sources.” Replace with: “from the NRM Gateway “Volunteer Forms” page
<http://corpslakes.usace.army.mil/employees/volunteer/volunteer.cfm>

j. EP 1130-2-500, 10-7.b. Delete form number: “ENG Form 4880-R, - Agreement for Individual/Group Voluntary Services.” Replace with form number: “OMB Form OF 301A - Volunteer Services Agreement for Natural Resources Agencies.” At the end of the section, add: “Volunteers under the age of 18 must have a parent or guardian complete the Parental consent. This requirement also applies to volunteers of organized groups. However, if the group leader has already obtained a signed parental release, this can be used in place of the parental consent portion of OF 301 A.” The rest of this section remains as is.

k. EP 1130-2-500, 10-7.c. Delete this entirely. Parental Approval is now included on OMB Form OF 301A.

l. EP 1130-2-500, 10-7.g Change to: “Reproducible copies of all required forms are available on the NRM Gateway <http://corpslakes.usace.army.mil/employees/volunteer/volunteer.cfm>.”

4. My point of contact for the Volunteer Program is Ms. Heather Burke, National Partnership Program Manager. She may be reached at (503) 808-4313.

FOR THE COMMANDER:



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